

YOUTH SERVICES POLICY

Title: Emergency Operations Plan Next Annual Review Date: 02/12/2010	Type: A. Administrative Sub Type: 1. General Number: A.1.8
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References: ACA Standards 2-CO-3B-01 and 3B-02 (Administration of Correctional Agencies); 3-JTS-3B-06, 3B-07, 3B-08, and 3B-09 (Juvenile Training Schools); Performance-Based Standards SaEP1, SaEP2, and SaEP3	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 02/12/2009

1. **AUTHORITY:**

Deputy Secretary of Youth Services as contained in La. R.S. 36:405.

2. **PURPOSE:**

To establish agency policy to coincide with the State of Louisiana's Emergency Operations Plan and to notify all Youth Services (YS) staff of emergency procedures to be followed in the event of a natural or man-made disaster, or any other major incident that affects the safety and security of the citizens of the State or employees and youth of YS.

3. **APPLICABILITY:**

All YS employees.

4. **DEFINITIONS:**

Unit Head - Facility Directors, and Regional Managers.

YS Central Office - Offices of the Deputy Secretary, Undersecretary, Assistant Secretary, Chief of Staff, Chief of Operations, Deputy Assistant Secretaries and their support staff.

5. **POLICY:**

It is the Deputy Secretary's policy that in the event of a natural or man-made disaster or any other major incident that affects the safety and security of the citizens of the State or employees and youth of YS, procedures will be activated in accordance with YS's Emergency Operations Plan [Attachment A.1.8 (a)], YS

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ESF-13 Support Plan [Attachment A.1.8 (b)] and, if circumstances exist, the Continuity of Operations Plan (COOP) [Attachment A.1.8 (c)].

Each Facility Director and Regional Manager shall ensure that all necessary procedures are in place in order to comply with this policy. These procedures shall be in writing and shall be submitted to the Emergency Preparedness Coordinator by February 28, 2009 and by January 31 of each year thereafter.

Previous Regulation/Policy Number: A.1.8

Previous Effective Date: 01/20/05



Attachments/References: A.1.8 (a) Emergency Operations Plan - March 09.doc A.1.8 (b) Support Plan 2-12-09.doc



A.1.8 (c) COOP Plan 2-12-09.doc